

Workshops

July – September 2015

★ **Park City Employment Center**
1960 Sidewinder Dr. #103 • Park City
435-649-8451

Register for
 reserved seating.
 Walk-ins
 welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING/OPEN RESUMÉ LAB:	
July 23	3:00 PM–4:30 PM
August 27	3:00 PM–4:30 PM
September 24	3:00 PM–4:30 PM
INTERVIEWING SKILLS:	
July 9	3:00 PM–4:30 PM
August 13	3:00 PM–4:30 PM
September 10	3:00 PM–4:30 PM
JOB SEARCHING WITH TECHNOLOGY:	
July 16	3:00 PM–4:30 PM
August 20	3:00 PM–4:30 PM
September 17	3:00 PM–4:30 PM
NETWORKING STRATEGIES:	
July 2	3:00 PM–4:30 PM
August 6	3:00 PM–4:30 PM
September 3	3:00 PM–4:30 PM
EMPLOYMENT ESSENTIALS:	
August 7	9:00 AM–11:00 AM
*LINKEDIN #1:	
July 30	3:00 PM–4:30 PM

RESUMÉ WRITING/OPEN RESUMÉ LAB: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.